



COLORADO

State Archives

DEPARTMENT OF PERSONNEL & ADMINISTRATION

STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCHIVES#

16-43

DEPARTMENT Revenue		DIVISION Executive Director's Office	SECTION Accounting & Financial Services	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
	Expenditure Accounting				
105	Employee Travel Reimbursement Vouchers and Record	Retained by the state Agency/Institution for three years.	#1, 7-F, 1		
110	Expenditure Accounting General Correspondence and Control Files - Includes reconciliations	Retained by the state Agency/Institution for three years.	#1, 7-F, 2		
115	Intergovernmental Transfers	Retained by the state Agency/Institution for three years.	#1, 7-F, 4		
120	Procurement Card	Retained by the state Agency/Institution for three years.	#1, 7-F, 6		
125	Vouchers for the Purchase of Goods & Services	Retained by the state Agency/Institution for three years.	#1, 7-F, 7		
130	Fixed Assets - Physical Inventory	Retained by the state Agency/Institution for three years.	#1, 7-H, 2		
135	Fixed Asset - Depreciation Schedules	Individual schedules retained by state agency/institution until three years after the asset is disposed. For classes of assets, depreciations schedules are retained for three years.	#1, 7-H, 3		
140	Fixed Assets - Acquisition of FA records	See contract and purchase order and voucher retention periods.	#1, 7-H, 4		

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16

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145	Fixed Assets - Disposal of FA Records	Retained by the state Agency/Institution for three years.	#1, 7-H, 5	
150	Fixed Assets - Acquisition/Disposal Real Property - all paperwork related to the acquisition	Retained by state agency/institution for as long as the property is owned. After disposition, it should be retained by the agency/institution for six years, then transferred to State Archives.	#1, 7-H, 6	
155	Adjusting Entries Payroll	Retained by the state Agency/Institution for three years.	#1, 7-I, 1	
205	Leave Summary Report	Retain until report is made part of official agency personnel file. Duplicate copies: Retain until administrative need ends and then destroy.	#1, 10-14	
210	Taxable Wage Earning reports (includes W-2's)	Record copy: OSC or agency administrative section for 4 years and then destroy.	#1, 10-22	
215	Time and Attendance Reports	Retain by agency for 5 years and then destroy. Duplicate copies: Retain by agency for 1 year and then destroy.	#1, 10-23	
220	LDC - Payroll Batches	All "LDC" transactions with applicable supporting documentation (eg timesheets) are maintained at the agency for three years	#1, 7-L	
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	Payroll, continued			
225	LDC - Expense Distribution Reports	All "LDC" transactions with applicable supporting documentation (eg timesheets) are maintained at the Agency for three years	#1, 7-L	
	Miscellaneous			
310	Deposits with State Treasurer	Retained by the state Agency/Institution for three years.	#1, 7-D, 3	
320	State Controller Delegation Authority Letters	Retained by state agencies/institutions until such time as a new letter is issued or the delegation is rescinded by the State Controller.	#1, 7-E, 2	
330	Grant Files	Retained by the state agency to satisfy the requirements of the grantor. Generally three years after the submission of the final grant report or until any pending audit, claim or litigation has been resolved.	#1, 7-J	
340	Security Records - Individual Employee Profiles for CORE	Retained by the state agency/institution for the duration of the authorized profile plus two years after the user's profiles is changed or expires.	#1, O-2	
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
	TBAA - Collections			
405	Pierce Cashier Spreadsheets/Bank Reconciliations	Retained by Department of Treasury/state agency/institution for three years.	#1, 7-D, 1	
410	Daily Deposit Control Sheets/Slips	Retained by state agency/institution for three years. The original credit card receipt maintained for the period stipulated by state credit card agreement, normally six months. A copy of the receipt may be kept for the remaining period.	#1, 7-D, 2-3	
415	GenTax Refunds Issued Register	Retained by Department of Treasury for one year. Retained by archives for 9 years then destroyed. Since DOR Issues their own checks from Gentax, Assume same retention period.	#1, 7-D, 7	
420	GenTax Warrant/Cancel Register	Retained by the State Controller's Office for five years. Since DOR Issues their own checks from Gentax, Assume same retention period.	#1, 7-D, 8-9	
425	TBAA Accounting Files	Retention: Retained by state agency/institution for three years.	#1, 7-F, 2	
430	Tax Recovery Costs (Revenue/Accounts Receivable)	Retained by state agency/institution for three years after receivable is paid in full.	#1, 7-N, 1	
435	Tax Accruals	Retained by state agency/institution for three years after receivable is paid in full.	#1, 7-N, 1	
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	TBAA - Collections, continued		
440	Audit Records: State Auditor Recommendations	Retention: 3 years after completion of audit	#2, 30.040
445	TBAA Auditing Files	Retention: 3 years after completion of audit	#2, 30.040, B
450	Special District Files	Retention: 3 years	#2, 30.150, C
455	Reconciliation/Stat Reports	Retention: 3 years	#2, 30.150, C
460	Undistributed Cash Reconciliation	Retention: 3 years	#2, 30.150, C
465	Revenue Collection Reports	Retention: 3 years	#2, 30.150, C
470	Year End Financial Statements	Retention: 3 years	#2, 30.150, C
475	FYE Workpapers	Retention: 3 years	#2, 30.150, C
480	FYE CLOSE out information	Retention: 3 years	#2, 30.150, C

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